



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT, NC 28533-0050

WgO 3504.1C
G-3
OCT 16 2012

WING ORDER 3504.1C

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: COMMAND LESSONS LEARNED PROGRAM (CLLP)

Ref: (a) MCO 3504.1
(b) MARADMIN 133/08

Encl: (1) Sample After Action Report Format

1. Situation

a. Reference (a) establishes Marine Corps policy and procedures for the Marine Corps Lessons Learned Program (MCLLP). Reference (b) provides additional guidance on timing and occasions for submission of After Action Reports (AARs) and lessons learned material.

b. The foundation of an effective and dynamic lessons learned program is the active submission of AARs, observations, recommendations, and other relevant material by operating forces. 2d Marine Aircraft Wing's (2d MAW) role in this process is critical, enabling other deploying units to quickly benefit from these hard-earned operational and training experiences. 2d MAW's feedback also supports the efforts of advocates and proponents charged with improving how Marines are organized, trained and equipped.

2. Cancellation. WgO 3504.1B.

3. Mission. 2d MAW units will submit lessons learned for entry into the Marine Corps Center for Lessons Learned (MCCLL) lesson management system database. This Order provides guidance for the administration of the 2d MAW CLLP and publishes responsibilities and guidelines for responsible individuals.

4. Execution

a. Commander's Intent and Concept of Operations

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(1) Commander's Intent. The distinction of any profession is the practice of self examination and continuous learning. A vigorous lesson learned program is one of the means to achieve that end. I charge all commanders to establish a CLLP and promote an environment of collective learning throughout the expanse of their commands. This program will facilitate a professional dialog of shared knowledge gained from the innovations, successes and challenges of our Corps. Therefore, we will submit our lessons learned to MCCLL for inclusion into their document library. These submissions must not be considered a report card or brag sheet for units, but rather a vehicle for the institution to achieve higher levels of performance.

(2) Concept of Operations

(a) Units will provide written input in order to enable Marines to achieve higher levels of performance and to provide information and analysis on emerging issues and trends in support of operational commanders and Commandant of the Marine Corps Title 10 responsibilities.

(b) A MCCLL Program Analyst is assigned to the 2d MAW staff and is responsible for conducting training, briefs, answer requests for information, and assist units in the generation and submission of lessons learned or other relevant material for the MCCLL Lesson Management System (LMS).

(c) Commanders and staffs are encouraged to support MCCLL collection efforts by providing access to their full range of activities and information.

b. Tasks

(1) Assistant Chief of Staff, G-3

(a) Serve as lead agent for the 2d MAW CLLP.

(b) Be responsible for supporting all 2d MAW subordinate elements by conducting MCLLP training, respond to requests for information, and assist units with the 2d MAW CLLP.

(c) Compile a database of aviation-related lessons learned and ensure deploying units are provided information applicable to their operations during the pre-deployment training phase.

(d) Conduct quarterly reviews of aviation-related lessons learned and, when applicable, provide change recommendations to orders, directives and instructions to the Commanding General, 2d MAW.

(2) All Commanding Officers will:

(a) Establish a CLLP, publish guidance and appoint a Command Lesson Manager (CLM) to consolidate and review the command's submissions.

(b) Submit unit AARs via the appropriate chain of command using the template depicted in the Enclosure, no later than 30 days following the return from unit exercises, operations and deployments. Units will not submit AARs directly to MCCLL.

(c) Maintain a climate that encourages the submission of lessons learned in order to document successes and shortcomings experienced during training, exercises, operations, and deployments.

(d) Ensure at a minimum, all Officers and Staff Non-Commissioned Officers register on the MCCLL website, <https://www.mccll.usmc.mil>. Those with the appropriate clearance and access also should register on the MCCLL SIPR site <https://www.mccll.usmc.smil.mil>.

c. Coordinating Instructions

(1) Squadron and Group CLMs will register via the MCCLL Non-secure Internet Protocol Router Network (NIPRNET) web site <https://www.mccll.usmc.mil>. Secure Internet Protocol Router Network (SIPRNET) web site registration is encouraged.

(2) CLMs are responsible for the coordination and submission of unit AARs to 2d MAW. The unit CLM is responsible for ensuring AARs are approved by the command prior to submission. The MCCLL LNO at 2d MAW is responsible for submitting AARs into the MCCLL LMS which renders material viewable by registered MCCLL users.

(3) The method for submitting lessons learned is via the chain of command, with appropriate level endorsements, using the Microsoft Word AAR template depicted in the Enclosure. At a minimum, unclassified material must be labeled "FOR OFFICIAL USE ONLY". Appropriately marked PowerPoint briefs routed through the chain of command are acceptable.

(4) The MCCLL SIPRNET website supports classified material. Personnel with SIPR access may access the MCCLL SIPR site at: <https://www.mccll.usmc.smil.mil>.

(a) All classified material will be submitted via the SIPRNET and must be labeled accordingly and submitted through the appropriate chain of command with appropriate level endorsements.

(b) Unit AARs that contain operationally related Tactics, Techniques and Procedures (TTPs) or other sensitive information will be submitted via the SIPRNET.

(c) Unclassified lessons can be submitted (with appropriate markings) via the SIPRNET LMS if SIPR connectivity is more conducive to accomplishing the mission.

5. Administration and Logistics

a. Questions regarding the 2d MAW CLLP as well as the MCCLL website and its available tools and resources should be directed to the 2d MAW MCCLL Program Analyst located in the G-3 Training Section (DSN 312-582-3193).

b. MCCLL is located in Quantico, Virginia and can be reached at commercial (703) 432-1280 or DSN (312) 378-1280. All personnel with a valid government issued Common Access Card can register and access the MCCLL website and its databases. The feedback link located in the top menu bar of the MCCLL website www.mccll.usmc.mil allows users to send an email to the MCCLL staff.

6. Command and Signal

a. Command. This Order is applicable to all 2d MAW personnel.

b. Signal. This Order is effective the date signed.


R. W. REGAN
Chief of Staff

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IN REPLY REFER TO:

3504

CODE

DATE

From: Commanding Officer
To: Distribution List

Subj: SAMPLE AFTER ACTION REPORT FORMAT

Ref: (a) MCO 3504.1
(b) WgO 3504.1C

1. General. Enter an introductory statement outlining the background, mission statement, Commander's Intent, and task organization for the event reported on.

2. Functional Area. (S-1, S-2, S-3, S-4, Maintenance, etc.)

a. Topic. Provide a short descriptive title of the topic, issue or lesson to be addressed.

b. Discussion. Discuss the issue. Who, What, Where, When, Why, and Mission, Enemy, Troops and Support, Terrain and Weather, Time, Space, and Logistics. Provide a thorough and detailed explanation of the Topic.

c. Recommendation. What is your recommendation for improvement? Provide any recommendation to rectify or mitigate the issue if applicable.

3. Functional Area

a. Topic

b. Discussion

c. Recommendation

Enclosure (1)

4. Functional Area

- a. Topic
- b. Discussion
- c. Recommendation

5. Functional Area

- a. Topic
- b. Discussion
- c. Recommendation

6. Conclusion/Summary of Event. Summarize the event from the broader unit perspective. Include the commander's comments and his overall assessment of events. Highlight topics/issues worthy of additional command emphasis.

7. Point of Contact. Include unit representative contact information (typically the CLM) for questions and inquiries pertaining to the AAR.

I. M. COMMANDING

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